

TOWN OF COTTAGE GROVE
TOWN BOARD MEETING
May 16, 2016

I. ADMINISTRATIVE

- A. Notice of the meeting was posted at the Town Hall and on the Town's internet site. Town Chair Kris Hampton, Supervisors Mike Fonger, Steve Anders, Kristi Williams and Mike DuPlayee were present, along with Clerk Kim Banigan, Treasurer Debra Abel and Highway Superintendent Jeff Smith and Deputy Jennifer Grafton. Other attendees are listed on the sign-in sheet available in the Clerk's office.
- B. Hampton called the meeting to order at 7:00 P.M.
- C. Minutes of previous meeting(s): **MOTION** by Williams/DuPlayee to approve the minutes of the Public Hearing and Town Board meeting held on May 2, 2016. **MOTION CARRIED 5-0.**
- D. Finance Report and Approval of Bills:
 - 1. **MOTION** by DuPlayee/Fonger to approve payment of bills corresponding to checks #30316-30364 from Monona State Bank. **MOTION CARRIED 4-0-1** (Anders abstained).
 - 2. The Treasurer asked that May per diem reports be submitted by 12:30 P.M. on June 6th.
- E. Public Concerns: Kristi Williams informed the rest of the board that she has asked to appear at the May Deer-Grove EMS Commission meeting electronically (via facetime). The first item on the commission's agenda is to consider whether to allow this. The Clerk said she had sought advice from the WTA Attorney on this and will forward the answer to the other board members.
- F. Road Right of Way Permits: None.

II. BUSINESS:

- A. Review April Police Activities: There were 196 calls for service in April, 97 of which were traffic related. 110 citations were issued, 64 for speeding. Deputy Grafton said they are not seeing as many traffic stops as they were a year ago, but have had some time consuming calls and have been helping out the Village PD as they have been occupied with guarding a suspect in the hospital. Deputy Biwer was recently credited with a save in the Town, and Deputy Grafton will be honored for one in the Town of Pleasant Springs.
- B. Discuss/Consider the status of the 2011 Crown Vic: The Treasurer provided a report to show that maintenance for the car cost the Town \$1,496.11 in 2015 and \$1,102.12 in 2016 to date. A review of service invoices showed that it was mostly routine maintenance but there have been some persistent electrical issues. The car has around 72,000 miles on it. Discussion was whether the second car is needed. Deputy Grafton said it was not crucial, but could mean extra time picking up and dropping off a loaner if our Explorer is out of service. Anders will talk to Deputy French as he is most knowledgeable about any issues with the Crown Vic, and report back at the next meeting.
- C. Discuss/Consider need for phone box outside of the Police Station: There is an inoperable call button at the Police Station left over from the Joint PD. It used to call 911 when pressed. Discussion was that this is an important function since the building is often unstaffed. **MOTION** by Anders/DuPlayee directing the Clerk to contact Charter and/or Frontier to see about reactivating it. **MOTION CARRIED 5-0.**
- D. Discuss/Consider awarding of 2016 Paving and Seal Coating contracts.

TOWN OF COTTAGE GROVE
TOWN BOARD MEETING
May 16, 2016

- Only Scott Construction, Inc. can provide the Portage Bottom Ash Slag that the Town requires for sealcoating projects so they were the only bidder for those at \$88,446.00 for all sealcoating projects plus \$100.00 per hour for a pickup broom.
- There were three bids for Hot Mix paving projects:
 - Wolf Paving & Excavating of Madison, Inc. at \$182,504.70
 - Payne & Dolan, Inc. for \$177,824.60
 - Tri-County Paving, Inc. for \$203,506.70

Smith noted that there was an error in the bid spec for Nondahl Circle. It called for 1200 feet but should have been .12 mi. Payne & Dolan's bid accounted for the error while the others did not. His calculations showed that Wolf Paving's bid actually came out to the lowest cost per ton.

- Scott Construction Inc. was the only bidder for Cold Mix paving projects at \$48,422.50.

Smith said that blacktop prices are at a 10 year low, and since the estimates came in lower than expected, he would like to utilize the remaining Highway Maintenance Contract budget this year to do some additional paving and pay for the engineering to reconfigure Y intersections at Nora/Uphoff Roads and Ridge/Jargo Roads. **MOTION** by DuPlayee/Williams to award sealcoating and cold mix paving projects to Scott Construction, Inc. and hot mix paving projects to Wolf Paving & Excavating of Madison, Inc. In addition, the motion allowed Smith to evaluate the 2016 Highway Maintenance Contract budget to consider additional paving and to have the engineer look at turning the two Y intersections into Ts. **MOTION CARRIED 5-0.**

E. Discuss/Consider approval of the following Parade, Procession or Race Permits:

1. June 10, 2016-Troy A Wheeler (applicant), Ragnar Events, LLC (organization): running relay from Madison to Chicago to include portions of Vilas Road, Clark Street and Glacial Drumlin Trail crossings at Uphoff and Ridge Roads between 6:30- A.M. and 7:00 P.M.: The Clerk reported that this event has occurred for several years without incident, and emergency services are not concerned. She has not yet received payment of the fee/deposit, however. **MOTION** by Williams/DuPlayee to approve the permit and letter to residents, assuming payment arrives. **MOTION CARRIED 5-0.**

- F. June 18, 2016 – Paula Severson (applicant), Hot2Trot Cottage Grove (organization): Foot race to include portions of Clark Street, Vilas Road, and Damascus Trail between 8:00 A.M. and 10:00 A.M.: Severson reported that there were 45 participants in the 10K race last year, and it seems to be growing each year. Last year the event raised \$8,500 for the CGFD. Severson asked that the fee/deposit be waived. Last year they distributed the notices to residents but this year she asked that the Town do the mailing as per the ordinance. **MOTION** by Fonger/Williams to approve the permit and letter to notify residents. **MOTION CARRIED 5-0.**
- G. Discuss/Consider whether to participate along with the Village of Cottage Grove in a Community Showcase Video project: There is no cost to participate and Atty. Anderson had reviewed the potential agreement. **MOTION** by Williams/DuPlayee to agree to participate with the Village in the video project. **MOTION CARRIED 5-0.**

TOWN OF COTTAGE GROVE
TOWN BOARD MEETING
May 16, 2016

- H. Discuss/Consider approval of Form for Application for Permit to Work in Town Road Right-of-way: **MOTION** by DuPlayee/Williams to approve the application form as presented.
MOTION CARRIED 5-0.

III. CLERK'S REPORT: The Clerk reminded the board that alcohol license and non-metallic mining permit renewals will be coming up at the next board meeting, and that relevant materials are available for their review on the Town's intranet site.

IV. HIGHWAY SUPERINTENDENT'S REPORT: Smith reported that Norman Schmelzer will have surgery later this week and may need to be off work for an extended period of time.

V. BOARD REPORTS AND COMMUNICATIONS:

- A. Hampton received an invitation to participate in the Festival parade.
- B. Hampton reported that the Public Service Commission ruled on the Village's informal complaint against the Town regarding the Gaston ROW permit. A related memo from Atty. Anderson was shared with the board.
- C. Anders reported that the Dane County Board failed to pass a resolution to support a lawsuit against the DCTA regarding their efforts to advise towns about opting out of county zoning.

VI. COMMITTEE REPORTS:

- A. Emergency Government Committee: Did not meet in May.

VII. Adjournment: **MOTION** by DuPlayee/Williams to adjourn. **MOTION CARRIED 5-0.** The meeting ended at 8:01 P.M.

Kim Banigan, Clerk
Approved 06-06-2016